



**Federal Aviation Administration**  
**Office Of The Chief Counsel**  
**Office Of Dispute Resolution For Acquisition (ODRA)**

## **FILING INFORMATION**

**All filings with the ODRA relating to protests or contract disputes must be addressed as follows:**

**Office of Dispute Resolution for Acquisition, AGC-70  
Federal Aviation Administration  
800 Independence Avenue, S.W., Room 323  
Washington, DC 20591**

**Protests or contract disputes may be filed by regular mail, overnight delivery, hand delivery, or by facsimile. 14 C.F.R. §17.7(a). The ODRA's telephone and facsimile numbers (as indicated previously) are:**

**Telephone: (202) 267-3290  
Facsimile: (202) 267-3720**

**Because of the tight timeframes for dispute resolution before the ODRA, all filings after those initial filings may be done only by overnight delivery, hand delivery or by facsimile. 14 C.F.R. §17.7(b). Facsimile transmission is not recommended for lengthy submissions, since the ODRA has limited facilities (currently only one fax machine) for receipt of facsimile documents. Timeliness of all filings will be measured by the time received at the ODRA offices. Filings must be received at the ODRA during its normal business hours (8 A.M. to 5 P.M. -- Eastern Time) on the date required. The risk of assuring timely receipt by the ODRA will be borne by the filer. This is particularly important to keep in mind for initial protest or contract dispute filings, since failure to make filing deadlines for those filings may be jurisdictional and may be the basis for a dismissal.**